



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
OFFICE OF THE BOARD OF SELECTMEN
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**Tara B White, Chair
Nathaniel H. Yohalem
Michele Shalaby
Board of Selectmen**

**Minutes of Selectmen's Meeting
August 25, 2014**

Board Members Present: Tara B. White, Chairman
Michele Shalaby
Nat Yohalem

Others Present: Pat Mielke

Pat Mielke requested this meeting to advise the Board of Selectmen that Marilyn had a meeting with Sue from Unibank prior to her returning from vacation. This meeting was to have approvals set-up for Marilyn to access the accounts now that she has been appointed the new treasurer for New Marlborough. During this meeting, the Tax Collector demanded that Marilyn not be able to access viewing of the Tax Collector's bank account.

Pat explained that the Tax Collector has a right to have a bank account, but the Treasurer has always had the accessibility to view it. She sees no reason why this shouldn't be continued and asked that the Board consider a policy to cover this. Pat also explained that the Tax Collector has gone to an ACH system for transferring the monies. In the past it had been an internal transfer from the Collector to the Treasurer.

A motion was made, seconded and approved to allow the Treasurer to have access to the Tax Collector's account for the sole purpose of viewing the account.

Pat also wanted to be sure that there is a smooth transition between departments when she leaves. To help with this, she would like to see the monthly reports coming from the Tax Collector to be year-to-date reports not just monthly ones. This will make it easier to locate errors that may occur in the respective month.

Pat is also concerned that she doesn't receive a Tax Title list from the Collector. Once residents are put into tax title, the Collector no longer keeps a list of them. When she began, Bill Garrett would give her (Pat) a list of the Tax Title Accounts. This has created issues when someone in tax title pays money and the money is applied to their current tax bill instead of the oldest year owed because the Tax Collector no longer keeps a list of those in tax title. If there is a module that needs to be purchased to keep track of this then it should be addressed.

The meeting adjourned at 10:35 a.m.

Submitted by:

Tara White